

# ARASU ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University  
[Accredited by NBA | Accredited by NAAC | Recognised by UGC under 2(f) and 12(B)]  
Chennai Main Road, Kumbakonam – 612 501, Tamilnadu.

## Internal Quality Assurance Cell (IQAC)

CIRCULAR

03.10.2019

It is informed that the IQAC meeting will be conducted on **05.10.2019** at 11.00 a.m. in the Principal's chamber with the following agenda.

### Agenda of IQAC Meeting (October 2019 – December 2019)

1. Review of the minutes of the previous meeting.
2. Actual status of syllabus completion both theory and practical.
3. Status of completion of planned activities as per the academic calendar
4. Discussion regarding the performance of students in the weekly tests and in the assessment test, and the follow-up action taken.
5. Discussion regarding the University examination result analysis.
6. Discussion regarding the coaching classes for the average and below average students.
7. Discussion regarding the association activities.
8. Discussion on the outcome of Class Committee Meeting.
9. Discussion regarding the industrial visits and in-plant training.
10. Discussion regarding the preparatory works for final year students' project work.
11. Discussion regarding the submission of AQAR in NAAC website.
12. Discussion regarding the conduct of "World Space Day" in association with ISRO, Sriharikotta.
13. Status of the functioning of various committees

  
IQAC Coordinator

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1. IQAC File
2. Individual Members

  
PRINCIPAL

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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting (October 2019 – December 2019)

IQAC Meeting Information			
<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	05/10/2019	<b>Location</b>	IQAC Cell
<b>Time</b>	11:00 a.m.	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr. Kalaimani Shanmugham IQAC Coordinator
<b>Timekeeper</b>	Dr. M. Rukmangathan Dean (Academics)	<b>Note Taker</b>	Dr. B. Moses Associate Professor-English
<b>Submitted by</b>	Dr. Kalaimani Shanmugham IQAC Coordinator	<b>Approved by</b>	Dr. T. Balamurugan Principal
<b>Attendees</b>	1. Mr. T. Senthilkumar, Vice Chairman 2. Prof. S. Kothandapani, Advisor 3. Dr. T. Balamurugan, Principal 4. Dr. Kalaimani Shanmugam, Vice Principal 5. Dr. M. Rukmangathan, Dean(Academics) 6. Mr. K. Parimalam, Office Superintendent 7. Mrs.T. Mohana Sankari, A.P/Civil 8. Mr. R. G. Padmanaban, A.P/Auto 9. Mr. S. Chandrasekaran, A.P/EEE 10. Mrs. A. Prathibha, A.P/ECE 11. Mrs. R. Sudha, A.P/CSE 12. Dr. P. Maduranthaki, A.P/Maths 13. Mr. G. Senthil, Physical Director 14. Mr. G. Pandian, Librarian 15. Dr. N. Alagumurthi (External Member) 16. Dr. R. Sudhesh ( Anna University, Trichy Campus)		
<b>Agenda Items</b>		<b>Presenter</b>	<b>Time Allotted</b>
1	Review of the minutes of the previous meeting.	Dr. Kalaimani Shanmugham*	2 Minutes
2	Actual status of syllabus completion both theory and practical.	Dr. T. Balamurugan	3 Minutes

3	Status of completion of planned activities as per the academic calendar	Dr. T. Balamurugan	5 Minutes
4	Discussion regarding the performance of students in the weekly tests and in the assessment test, and the follow-up action taken.	Dr. T. Balamurugan	10 Minutes
5	Discussion regarding the University examination result analysis.	Dr. M. Rukmangathan	10 Minutes
6	Discussion regarding the coaching classes for the average and below average students.	Dr. M. Rukmangathan	5 Minutes
7	Discussion regarding the association activities.	Dr. Kalaimani Shanmugham	5 Minutes
8	Discussion on the outcome of Class Committee Meeting.	Dr. T. Balamurugan	3 Minutes
9	Discussion regarding the industrial visits and in-plant training.	Dr. T. Balamurugan	5 Minutes
10	Discussion regarding the preparatory works for final year students' project work.	Dr. T. Balamurugan	5 Minutes
11	Discussion regarding the submission of AQAR in NAAC website.	Dr. Kalaimani Shanmugham	3 Minutes
12	Discussion regarding the conduct of "World Space Day" in association with ISRO, Sriharikotta.	Dr. T. Balamurugan	5 Minutes
13	Status of the functioning of various committees	Dr. Kalaimani Shanmugham	5 Minutes

#### Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule.
3. The status of planned activities of the department was reviewed and suggestions were given to improve further
4. The performance of students in weekly tests, Assessment tests and model exam was analysed and discussed about the appropriate corrective action to be taken and suggested to conduct of coaching class for average and below average students.
5. The University examination result for the even semester of the academic year 2018-19 was reviewed and HoDs were informed to take appropriate corrective action.

6. The discussions were made regarding the conduct of coaching class and reaped test for the slow learners for improving the result.
7. The programmes organized through students association and other professional activities were reviewed and suggestions were given to publish the same in media.
8. The minutes of the Class Committee Meetings were reviewed and verified whether grievances were addressed then and there.
9. Organizing industrial visits and making the students to go for in-plant training during the semester holidays was insisted.
10. Formation of batches and execution of final year students' project work was discussed.
11. Discussion regarding the submission of AQAR to NAAC was insisted and the criterion in-charges were explained about preparatory works.
12. Discussion regarding the conduct of the mega event "World Space Day" in association with ISRO, Sriharikota was made.
13. Activities carried out by various cells/clubs and committees were reviewed and encouraged to organize many programmes.

New Action Items		Responsibility	Due Date
1	Submission of Syllabus completion status	HoDs	11.10.2019
2	Submission of coaching class schedule for weak students	HoDs	06.10.2019
3	Submission of Follow-up action for university examination	Dean(academics)	12.10.2019
4	Submission and approval of final year project schedule and batch details	HoDs	28.10.2019
4	Submission of AQAR to NAAC	IQAC coordinator	16.10.2019
5	The details of planning and organizing "World Space Day"	HoDs	09.10.2019 & 10.10.2019

#### Other Notes & Information

The Management and Principal requested all HoDs to take extra care on the slow learners by conducting special coaching classes during the study holidays

**IQAC Coordinator**

**PRINCIPAL**

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